

Charter of the Leasing Advisory Board

To assist homeowners with this process, a new sub-committee was formed, "The Leasing Advisory Board" or (LAB). The LAB is comprised of (5) five volunteer members, (4) four from the Camden Ridge Homeowners Association (HOA) Board of Directors and (1) one member from the Camden Ridge Architectural Design and Standards Committee. The LAB is strictly an administrative branch of the Board, and will defer all policy / application requests to the Board of Directors for action.

Specific duties performed by the (LAB) Leasing Advisory Board:

- 1.) Informing the Camden Ridge Community of the changes within the governing documents associated with the new Leasing Amendment.
- 2.) Record and maintain copies all current (Grandfathered) and future rental contracts, along with contact information of renters.
- 3.) Create an active database of current and prospective rental homes.
- 4.) Create and document an application / appeal process for Homeowners to comply by in order to be consistent receiving a leasing permit.
- 5.) Create and document violations of this policy and advise the Board of Directors for enforcement actions.
- 6.) Post up-to-date status of the number of permits available and time tables associated with future permits on the Camden Ridge website (www.camdenridge.com) and other community forums.

Responsibilities of Homeowners desiring to rent their home

As a homeowner with the Camden Ridge community, it will be expected that if you are currently renting / leasing (Grandfathered) or looking to do so in the future you must adhere to the following rules.

Signage:

The community understands the need to market the home for rent / lease or sale, and signage is critical to the process. The HOA requires that all rental / leasing / for sale signs be tasteful and professional in manner. If deemed unacceptable it may affect the outcome of your leasing permit application.

Rental / Lease Agreements:

All leases will be 12 months in length and specifically state that the lease is non-transferable to other parties (i.e. Sub-leasing). Any person/s living in the homes that are not listed on the lease will be in violation of the Leasing Permit Application and will be dealt with by the Board of Directors of Camden Ridge.

All homeowners will be required to provide a copy of the Camden Ridge Covenants and other community documents to the renter / lease prior to moving in. Documentation can be viewed at <http://www.camdenridge.com/resources-forms.htm>. All renters / lease holders will be held accountable to any and all rules and regulations provided within these documents. If violations occur, the homeowner will be responsible for remedy, including fines and possible eviction costs.

All rental / lease agreements will be presented along with a signed copy of the Leasing Permit Agreement, at the time the homeowner decides to rent their home. All documentation can be viewed by visiting our website www.Camdenridge.com. Once submitted the LAB will review and verify the information contained within the application, and then pass the application to the Board of Directors of Camden Ridge for a final decision.

Once a decision is rendered, the homeowner will receive one of four outcomes: (1) A Leasing Permit good for 12 months, (2) Hardship application accepted, (3) Accepted and placed on the waiting list, (4) Declined. In the situation that the homeowner receives a decision of Waiting list or Declines, the homeowner can appeal the process directly to the Board of Directors at their next scheduled meeting. At that meeting, the Board will review the application and render a final decision, if the decision is upheld the original decision will stand.

If there any changes or amendments to the Rental / Lease agreement during the course of the rental / lease term, the homeowner will be required to forward that on to the LAB for documentation.

In the case that a homeowner fails to adhere to this procedure or provides false information on the application, the Board of Directors have the authority to issue fines and possible eviction of the renter / leaser.

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Process for submitting a Lease Permit request

Application Process to receive a Leasing Permit - Please visit www.camdenridge.com to download the PDF version of the Leasing Permit Application. Once downloaded, the homeowner (wishing to rent) will be required to fill out the form and return to ManagementPlus

Once an application is accepted and passed to the Leasing Advisory Board, the LAB will review and verify the information on the application. From there the LAB, sends the application to the Board of Directors for final approval. Once the Board of Directors approves the Application, the Homeowner and renter are responsible for signing the Lease Permit Agreement (www.CamdenRidge.com) and provide a copy of the final rental agreement.

Please submit the application and a copy of the rental / lease agreement to:

Attn: Debbie Parks
ManagementPlus –
12460 Crabapple Rd Suite 202, PMB 305
Alpharetta, GA 30004-6386

Phone: 678-936-0045,
FAX 770-442-9318,

Email: managementplus1@aol.com

No leases or rental agreements shall be signed without prior authorization from the Board of Directors.

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Timelines

Day 1 – Owner submit Leasing Permit Application to Management Plus

Day 1 – Application is scanned into electronic format and emailed to the LAB.

Day 2 – Seven day Review process begins

Day 7 – Finalize application package and send to Board of Directors for final review

Day 7 -14 – Board of Directors review

Day 15 - 21 – Board of Directors render a decision

Appeal Process

Once a decision is rendered, the homeowner will receive one of these four outcomes: (1) A Leasing Permit good for 12 months, (2) Hardship application accepted, (3) Accepted and placed on the waiting list, (4) Declined. In the situation where the homeowner has received a negative decision (Declined or Waiting List) in regards to their leasing permit application, the homeowner can appeal (only once) the decision. The homeowner would submit in writing to the Board of Directors and Management Plus (Email Address located on www.camdenridge.com) that they would like to appeal the decision.

Once the written notice has been sent, the homeowner will receive an email with the date of the next Board Meeting. If the homeowner needs an expedited answer, the Homeowner may request a special Board Meeting, in which the homeowner would be responsible for working with Management Plus and the HOA Board to arrange an acceptable date. When both parties have an agreed upon date, the homeowner will present their case. Within 48 hours of this meeting, the Board will confer and provide in written form the final summary decision to the homeowner.

- Please note: No rental or leasing contracts shall be signed without the express knowledge of the Board of Directors from Camden Ridge.
- Your application will be declined if there are any outstanding fines, past due assessments, compliance issues or other obligations to the homeowners association.

Enforcement of the Leasing Amendment

As the administrative committee to the Board for Leasing, the LAB will monitor applications and the neighborhood for adherence of the new Leasing Permit amendment. If there is a case where the homeowner or tenant of homeowner violates any part of the amendment, and/or Association Governing Documents, the LAB can recommend to the Board the following actions:

- Homeowners, who neglect to follow the procedures and enter into a renter / leasing agreement without the prior knowledge of the LAB, will be fined \$1,000. In addition, the Homeowner forfeits their right to submit another Leasing Permit Application.
- If a Homeowner maliciously provides false or untruth Leasing Permit Application, the Homeowners application will be become void and the homeowner will lose the permit. Once the rental / lease agreement is up (within 12 months) the tenant will be asked to vacate the premise. If the renter refuses to vacate, the Homeowner will be fined \$1,000 and the eviction process will begin. All costs associated with said eviction will be the homeowner's responsibilities, along with any reasonable attorney fees that the HOA will incur during this process.
- If a tenant is not adhering to the rules and regulations of Camden Ridge as stated in the Covenants and other community documents, the Homeowner will be fined according. If the fine exceeds \$500, the HOA will file an automatic lien and begin the process to recover the fine.

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Leasing Advisory Board Committee Members

David Glaser
President – Camden Ridge HOA

Cindy Parker
Director & Head of the Social Committee (Camden Ridge HOA)

Maury Colton
Director (Camden Ridge HOA)

Janetta Lavender
Director (Camden Ridge HOA)

Kelly Sisario
Member of the AECC

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